SETTING UP A TEAMS MEETING
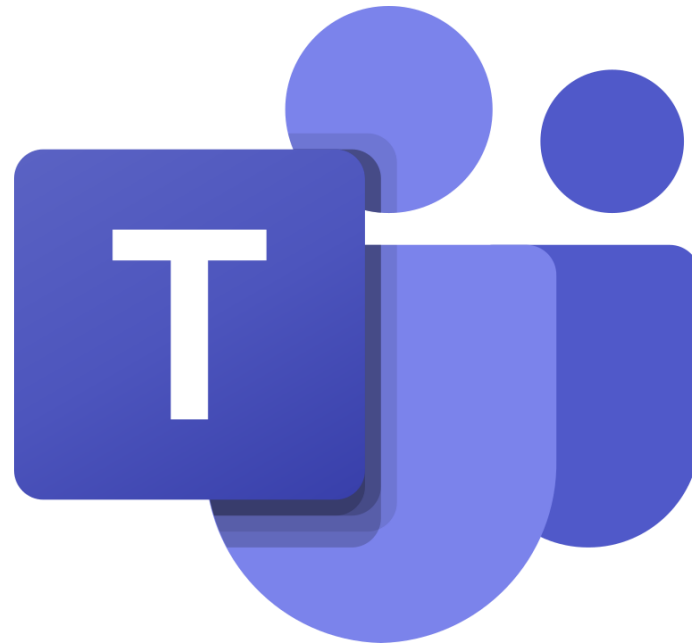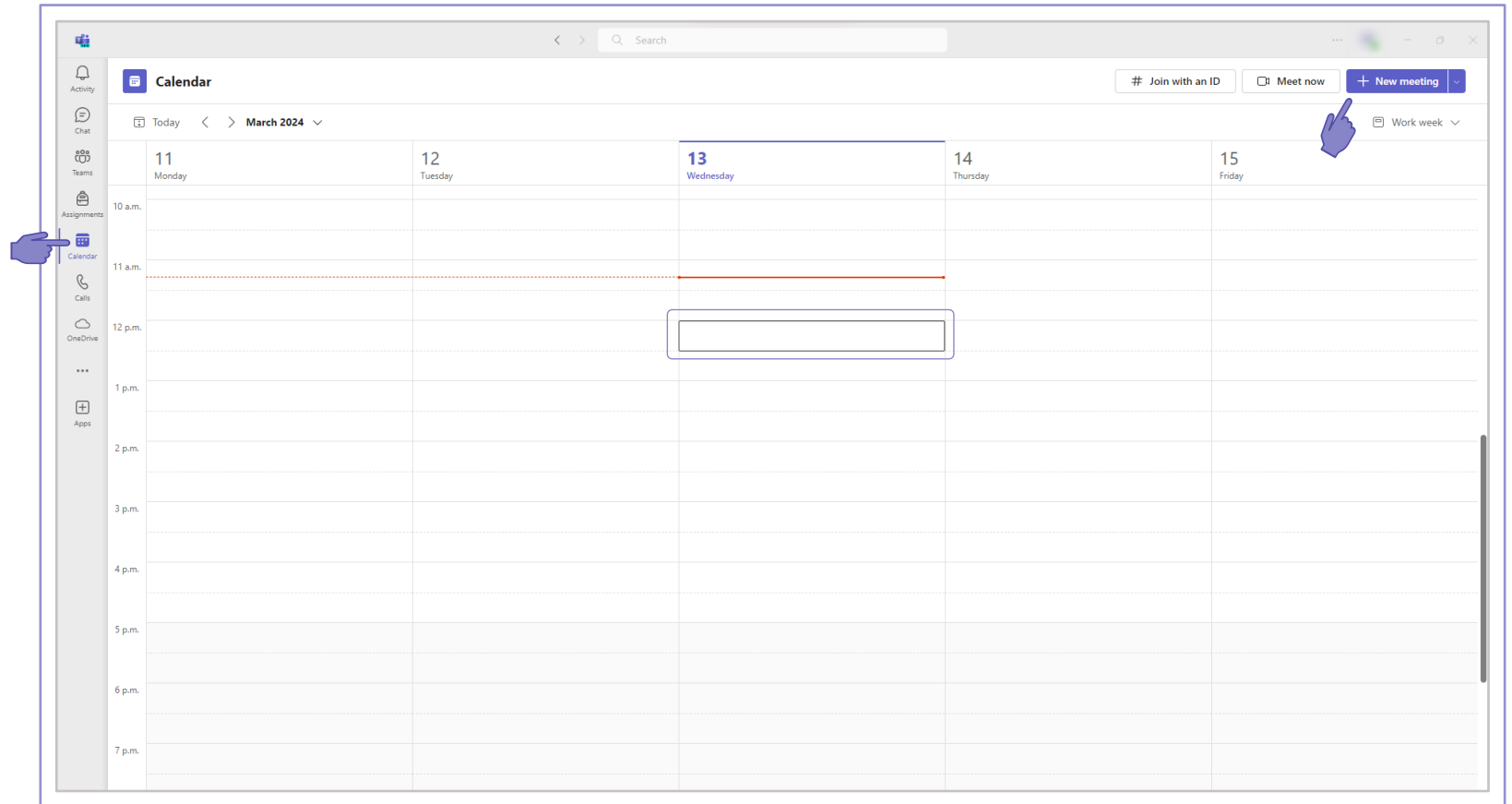
A GUIDE FOR HYBRID VIDEO CONFERENCING
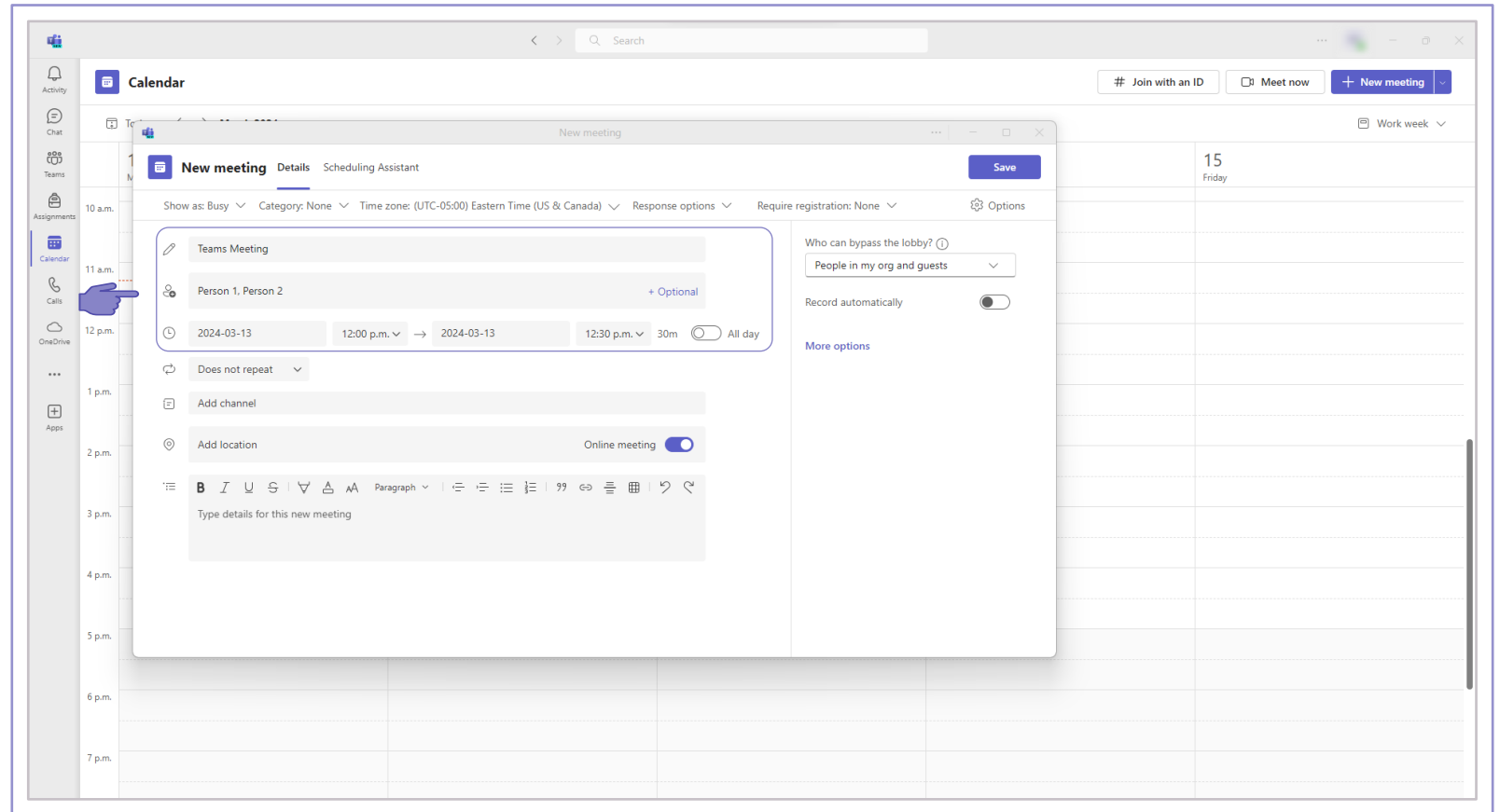
SCHEDULING THE MEETING

I. Select the *Calendar* tab in your Teams window.

II. Choose the date of your meeting and double click on the time-block during which it will take place. You can also press the *New meeting* button.
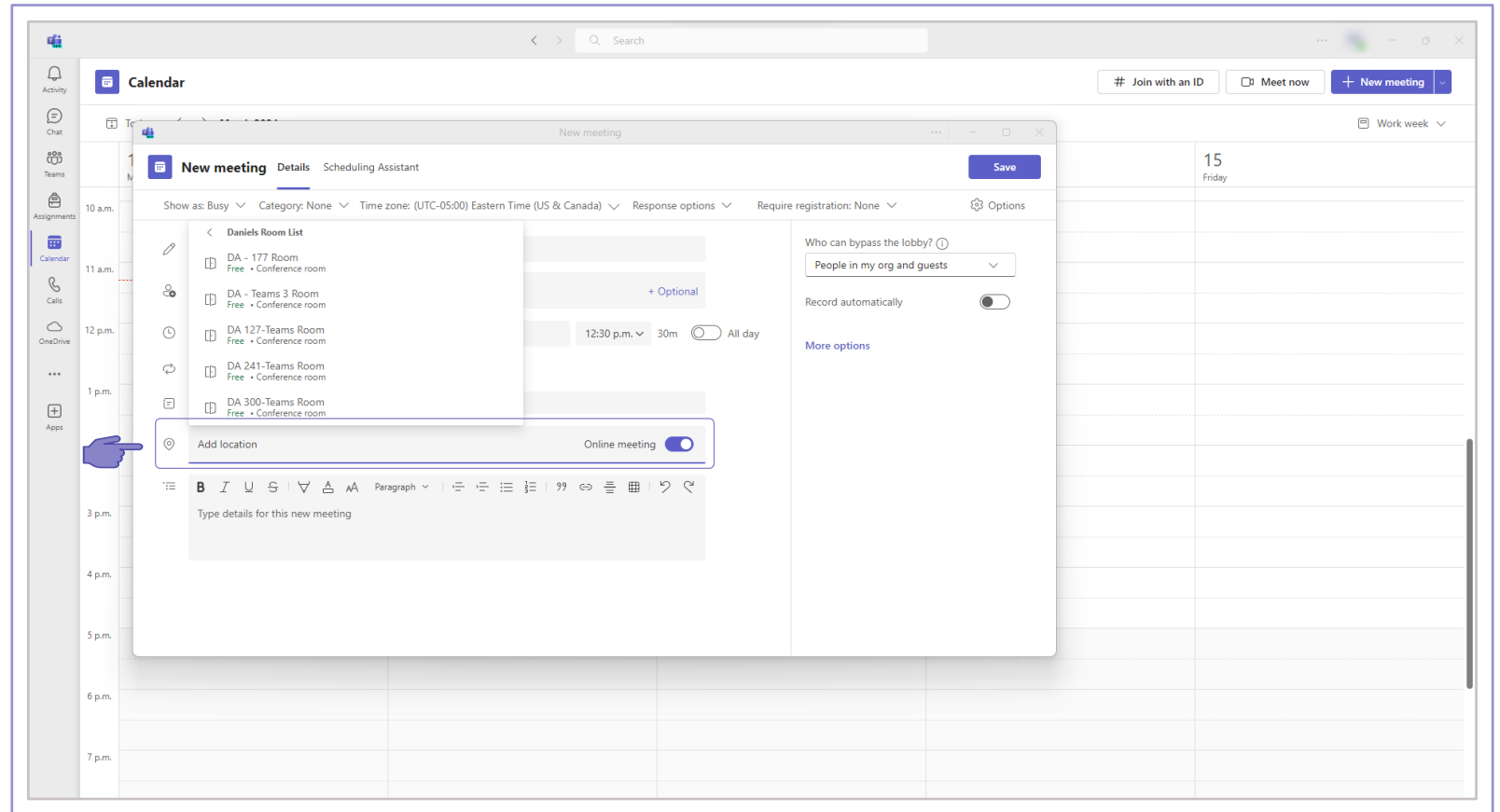
SCHEDULING THE MEETING

I.   Name your meeting.

II.   Add your guests by typing their names into the *add required attendees* form.

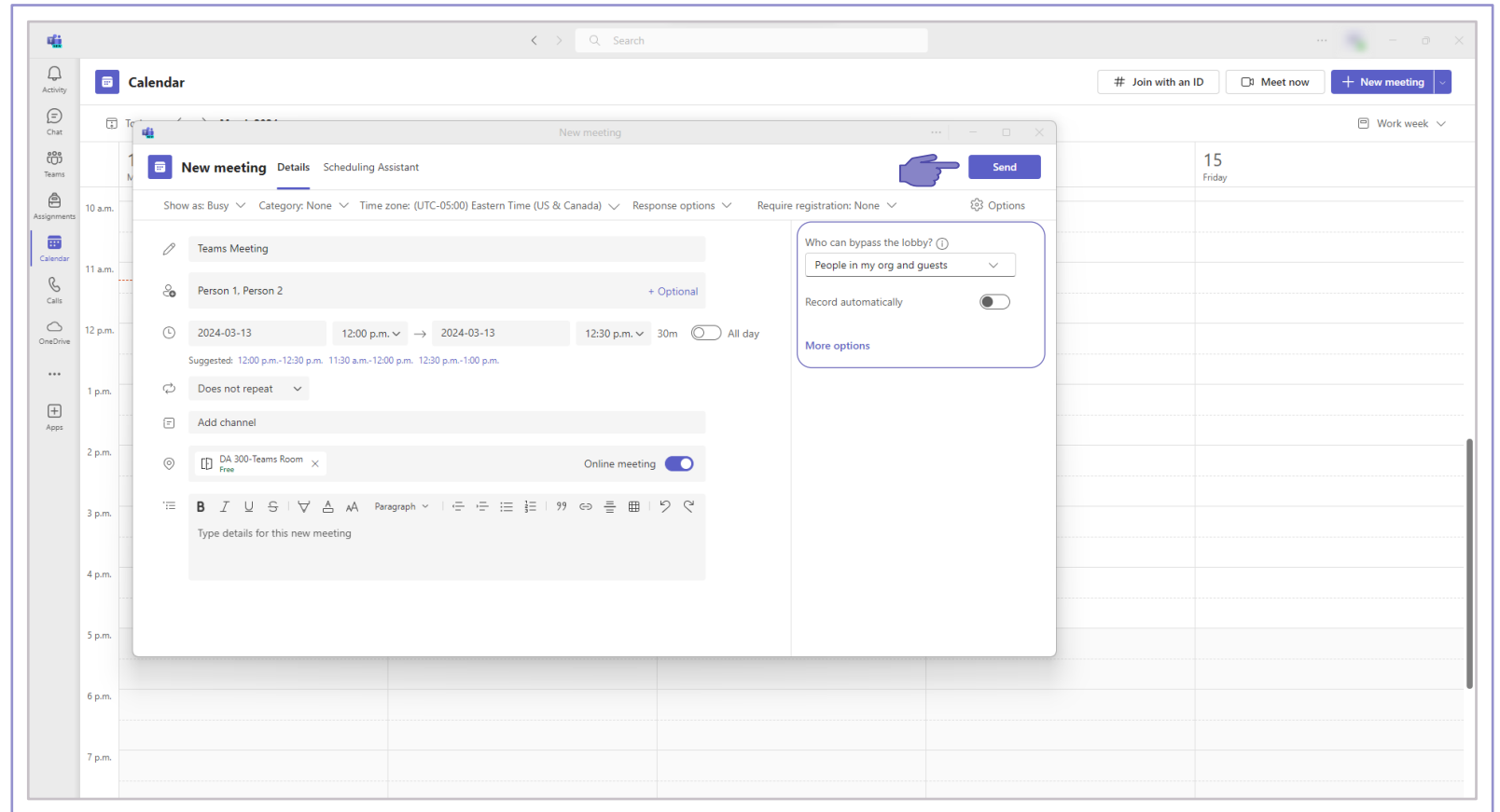III. Set the start and end times of your meeting

SCHEDULING THE MEETING

I. Select the room in which your meeting will take place by clicking on the *add location* form.

SCHEDULING THE MEETING

I. Check that all details are correct. Browse more backend parameters by selecting *More options* on the right-hand side.

II. Press the *Send* button at the top-right corner.

SCHEDULING THE MEETING

Your meeting is now scheduled. Your guests will be notified via email and it will appear in their Teams calendars, enabling them to join the meeting on the day.
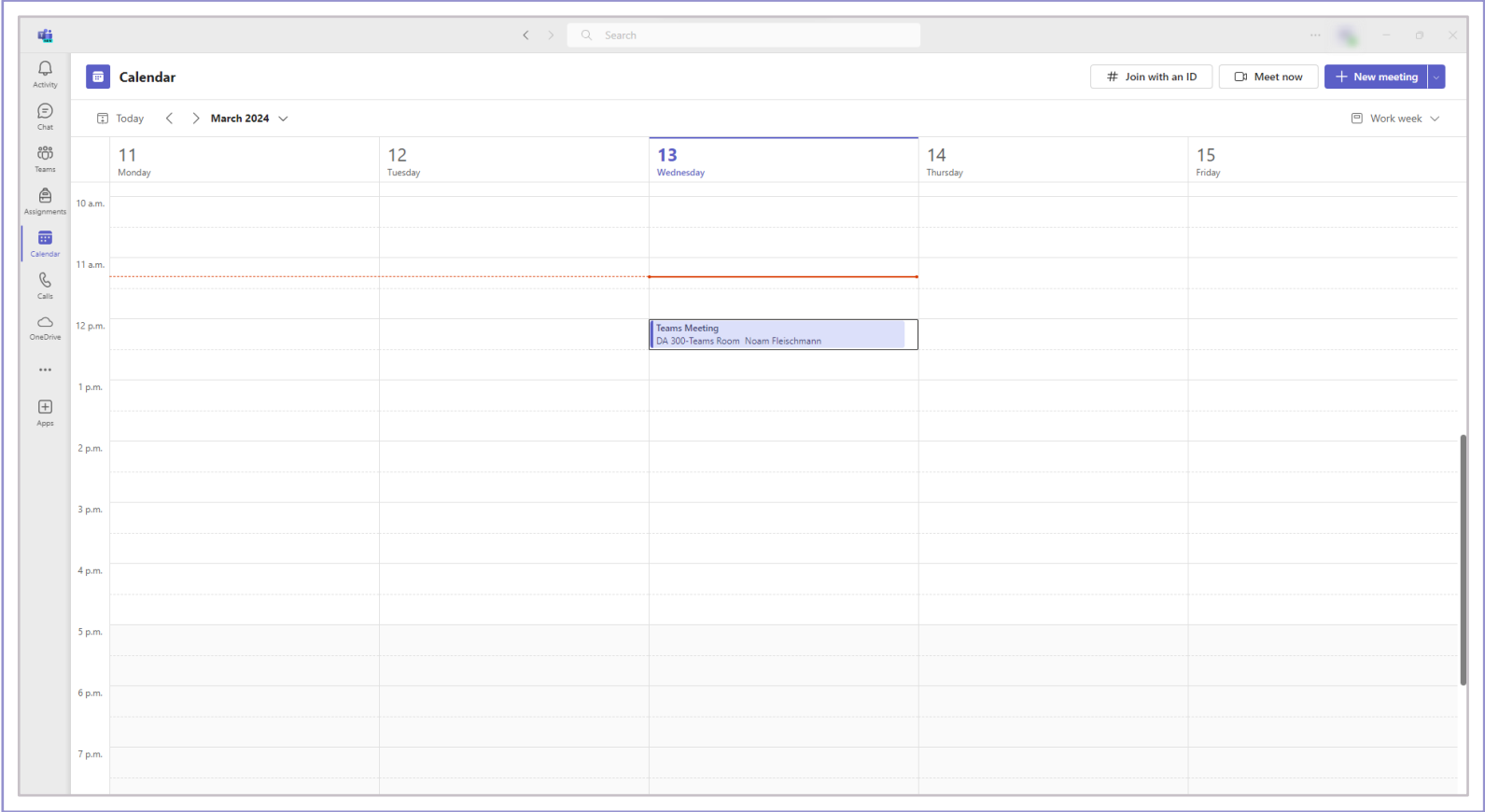
IN THE TEAMS ROOM

Upon entry to the Teams conferencing room, the TV should be illuminated and displaying the Teams user interface. If you notice the TV is off, turn it on with either the remote or by pressing the *Power* button located just behind the screen on the right-hand side.

If the screen remains black or continues to display no Teams information, promptly contact the IT Helpdesk for support.
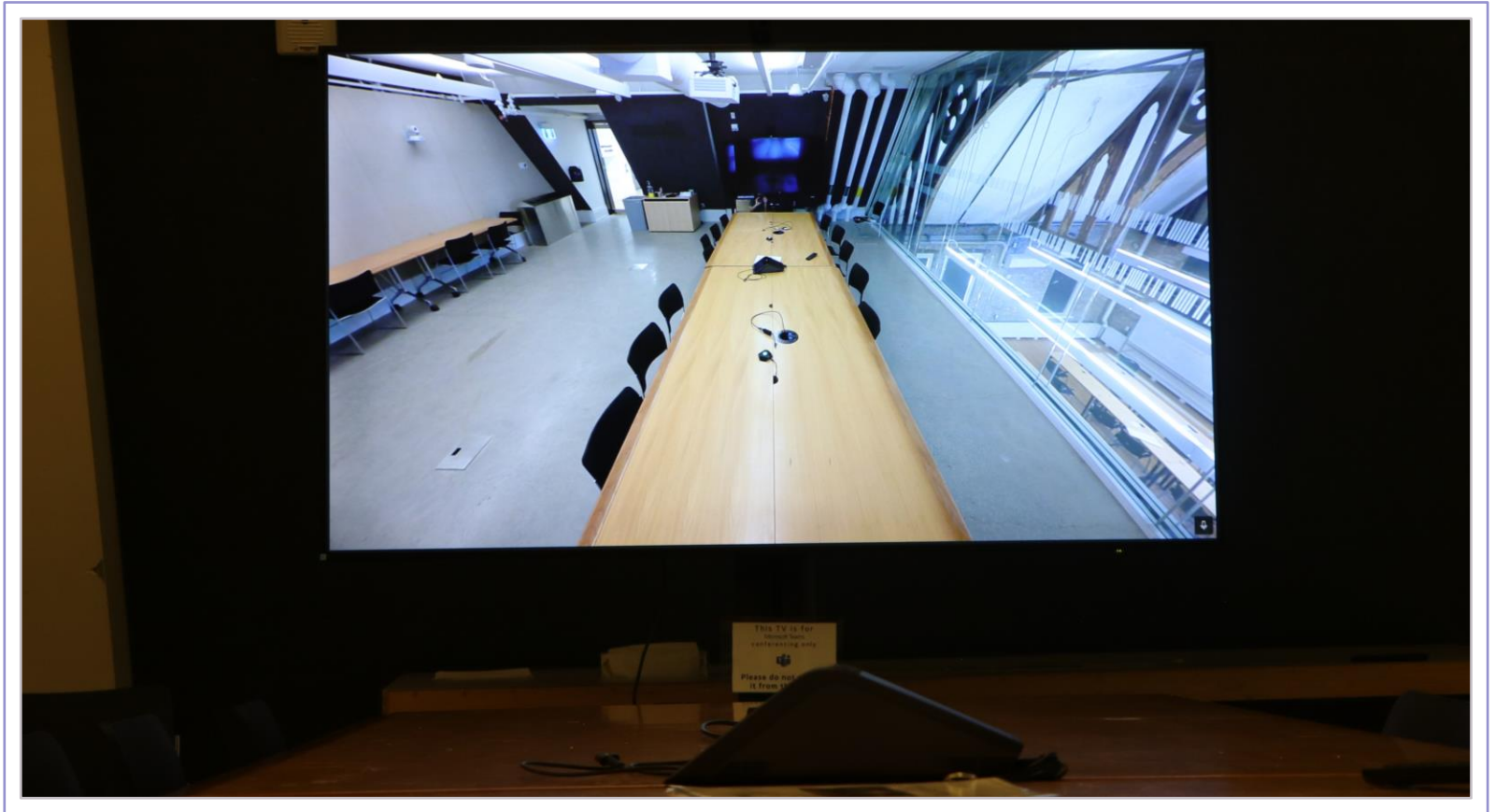
IN THE TEAMS ROOM

Just before the meeting is scheduled to begin, notice the Crestron touchscreen. Your meeting will be available to join.

I. Select the *Join* button to start the meeting.

II. Make sure the microphone icon is illuminated green so your guests can hear you. You can toggle between muted and unmuted by tapping the icon.

IN THE TEAMS ROOM

Once the Teams room has joined the meeting, you will see the in-room camera's view display on the TV. You will be able to see your guests in a grid as they join the meeting themselves.

IN THE TEAMS ROOM

To screenshare content from your laptop to the Teams meeting, simply plug your laptop into the HDMI cable that is attached to the Crestron touchscreen.

Your laptop's content will automatically display on the TV and will be framed by a red a line. This indicates that your content has successfully been shared and is viewable by your guests.

THANK YOU

PLEASE NOTIFY THE IT HELPDESK IN ADVANCE OF YOUR MEETING
IF YOU'D LIKE ASSISTANCE WITH SETUP OR A TECH RUN-THROUGH